

# District Treasurer

Online training 18 September '23  
Kiwanis Europe





[https://kiwaniseurope.padlet.org/janvanhove/KAP2023\\_24\\_dot](https://kiwaniseurope.padlet.org/janvanhove/KAP2023_24_dot)

Jan Van Hove • 1m

 **2022-09-27 KAP District Secretary & Treasurers' training**  
Do you know these people?

Ralf-Otto Gogolinski    Bob Broderick    Filip Delanote

+    +    +

KI-E Treasurer 2023-2024    Chief Financial Officer Kiwanis International    Kiwanis Children's Fund (KCF) President 2022-2023




# Do you know...





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Jan Van Hove • 1m  
**2023-09-18 KAP District Secretary & Treasurers' training**  
Do you know these people?

<b>Chris Marz</b>	<b>Orsi Süveges</b>	<b>Paul Palazzolo</b>
		
Global director of Membership & Engagement	Management Assistent Kiwanis Europe	incoming Executive Officer Kiwanis International

# Do you know...







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Jan Van Hove • 1m  
**2023-09-18 KAP District Secretary & Treasurers' training**  
Do you know these people?

Diana O'Brien    Jan Boen    Jeff Oates

+    +    +

 Contemporary Governance  
Specialist Kiwanis International

 KI senior director Europe  
Head of the European Office

 Chief Operating Officer Kiwanis  
International



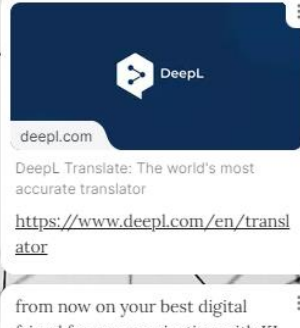
# Do you know...





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Jan Van Hove • 1m  
**2023-09-18 KAP District Secretary & Treasurers' training**  
Do you know these people?

<b>David Kress</b>	<b>Katrina Baranko</b>	<b>DeepL T.</b>
		
legal councillor Kiwanis International	Kiwanis International President 2023-2024	from now on your best digital friend for communication with KI

# Do you know...





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### 2023-09-18 KAP District Secretary & Treasurers' training


Do you know these people?

**Michel Tefnin**


Your facilitator for this evening



KI-E Secretary 2023-2024



Director of Membership and Education Europe



**SUPPORT**

**Kiwanis**

For more info:  
Contact your District and/or Service Center  
District: 203 (Belgium and the Netherlands)  
+31 (0)20 692 2427 | +31 (0)20 692 2428  
District: 204 (France, Luxembourg)  
+31 (0)20 692 2427 | +31 (0)20 692 2428  
www.kiwanis.org

# Do you know...







**Who's here ?**





Governor

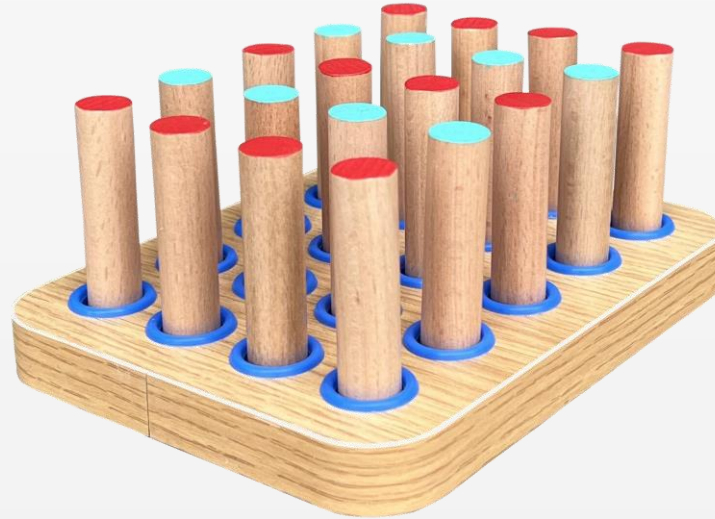
Treasurer

Secretary

& his/her team  
with imm. Past,  
Elect & Vice

LG's

Chairs



**The core district team**







# Tasks & role





Jan Van Hove • 1m

## 2023-09-18 KAP District Treasurers' training

Kiwaniis Academy



### TASK

+

What are the **TASKS** of the treasurer?

- Add here

### ROLE

+

What is the **ROLE** of the treasurer in the district?

- Add here

### OFFICE, POSITION

+

What's the **OFFICE** of a treasurer

- Add here

### KNOWLEDGE

+

Which **COMPETENCIES** or **QUALIFICATIONS** does a treasurer need?

- Add here

# Tasks & role





- District financial operations, statements and reports
- District bookkeeping, dues/fees billing and collection
- Financial archives

# Role





- Promote the interests of the clubs within the district
- Actively promote implementation of growth efforts of the district
- Attend all meetings required by the district

# Responsibilities





- Be a member of the Finance Committee
- Prepare a district budget and maintain financial records
- Make a report at the annual convention and educate members about dues

# Responsibilities





- Ensure that clubs pay their dues by sending reminders



# Responsibilities



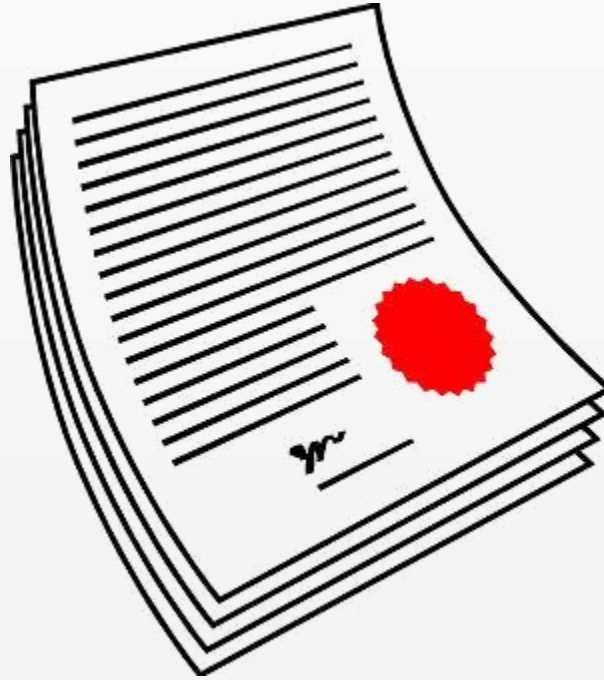




- Promote the Objects and goals of Kiwanis International
- Actively promote and support programs of emphasis by Kiwanis International

# Responsibilities





**To be in good standing...**



**KIWANIS INTERNATIONAL (KI)**



**KIWANIS EUROPE (KE) - EUROPEAN OFFICE OF KI**

**KIWANIS INTERNATIONAL - EUROPE (KI-E)**

**To be in good standing...**





# Kiwanis<sup>®</sup>

## REQUIREMENTS FOR KIWANIS INTERNATIONAL



# KIWANIS INTERNATIONAL (KI)



- Follow up payments of KI dues
- Assure completion of financial matters for organization and charter of new clubs
- Send financial report to KI before the 31st March

**To be in good standing...**





- Convention report with results to KI
  - Summary in English
  - Election Results
  - Other Results

*IMMEDIATELY AFTER CONCLUSION*

*WITHIN 30 DAYS AFTER CONCLUSION*

## Reports to KI





# KIWANIS INTERNATIONAL (KI)



- List of the district team
  - LG's, Chairs & key positions
  - Deadline: 1th of May
- Minutes of district board meetings
- Bylaws (if changed or not updated)

## Reports to KI



# KIWANIS EUROPE (KE)



- Keep the European office up to date  
*(We are there to support you)*
- Ask for support



## Good governance



# KIWANIS EUROPE (KE)



- Receive all documents and answer questions of Kiwanis Europe  
*(“I don’t open emails that are in English”)*
- Follow up payment of dues Kiwanis Europe & maintain clubs “in good standing”  
*(an arrear of more than 60 days is not in good standing)*

## Good governance



# KIWANIS INTERNATIONAL & KIWANIS EUROPE



Tiers

Pro rata dues

Dues invoices

Membership rosters

Member deletions & migrations

Club status changes (suspended/revoked)

Club closures

New Club administration

## Membership administration



# KIWANIS INTERNATIONAL & KIWANIS EUROPE



Europe = mostly Tier A

KI (International) = 47,16€ (52 USD)

KI-E (Europe) = 8,35 €

Pro rata

Calculation error in Personify

## Tiers



# KIWANIS INTERNATIONAL & KIWANIS EUROPE



Tier A = €47.16

Tier B = €30.83

Tier C = €20.86

	EUROPE	TIER
K32	Non-Districted Europe	A/B/C
	Ukraine	C
K37	Austria	A
K38	Belgium-Luxembourg	A
K39	Iceland-Faroes	A
K40	Norden [Norway / Sweden]	A
K41	Switz-Liecht [Switzerland / Liechtenstein]	A
K45	Italy / San Marino	A

	EUROPE	TIER
K46	Netherlands	A
K50	Germany	A
K52	France-Monaco	A
K57	Poland (Kiwanis Nation)	A
K59	Czech Rep/Slovakia (Kiwanis Nation)	A
K61	United Kingdom (Kiwanis Nation)	A
K63	Romania (Provisional District)	A
K67	Turkey	B

## Tiers





# KIWANIS INTERNATIONAL & KIWANIS EUROPE



## Exchange rates

CURRENCY	7/31/2022	7/31/2023	DUES	DUES	DUES
	Prior	Current	Tier A	Tier B	Tier C
USD	Rate	Rate	\$52.00	\$34.00	\$23.00
EUR	€ 0.9779	€ 0.9069	€ 47.16	€ 30.83	€ 20.86

## Tiers



# KIWANIS INTERNATIONAL & KIWANIS EUROPE



Pro rata dues

Exchange rate set at July 31, 2023	TIER A	TIER B	TIER C
Join October 1-31	€ 47.16	€ 30.83	€ 20.86
Join November 1-30	€ 43.23	€ 28.26	€ 19.12
Join December 1-31	€ 39.30	€ 25.69	€ 17.38
Join January 1-31	€ 35.37	€ 23.12	€ 15.64
Join February 1-28	€ 31.44	€ 20.55	€ 13.91
Join March 1-31	€ 27.51	€ 17.98	€ 12.17
Join April 1-30	€ 23.58	€ 15.42	€ 10.43
Join May 1-31	€ 19.65	€ 12.85	€ 8.69
Join June 1-30	€ 15.72	€ 10.28	€ 6.95
Join July 1-31	€ 11.79	€ 7.71	€ 5.22
Join August 1-31	€ 7.86	€ 5.14	€ 3.48
Join September 1-30	€ 3.93	€ 2.57	€ 1.74

## Tiers





- What are you paying?

*Reference: K-number + club name  
Don't confuse KI dues & district dues*

*Annual dues in November (invoice)  
Pro-rated dues for new members monthly (statements)*

## Dues payments



# KIWANIS INTERNATIONAL & KIWANIS EUROPE



- Account for KI dues

**Kiwanis International  
KBC Bank  
Latemstraat 68 B  
9830 Sint-Martens-Latem, Belgium  
BE35 7360 7156 3937  
BIC: KREDBEBB**

## Dues payments





- New club administration
- Paperwork for KI:  
*Club roster, New club info sheet, KI-bylaws*  
*Papers can be found on [www.kiwanis.eu](http://www.kiwanis.eu) in 5 languages*
- Local Paperwork:  
*incorporation – local articles of association – according to your own national legislation*

## Membership administration



# KIWANIS INTERNATIONAL & KIWANIS EUROPE



- **Satellite group**
- *Members of the satellite are members of the mother club*
- *When they are with 15, they can make a new club during the kiwanis year without paying extra KI- dues*

## Membership administration







- GDPR & Membership rosters

*The clubs are the members of KI*

*Each club & its members adhere to KI bylaws & PP&G's*

*Pro-rated dues for new members monthly (statements)*

## Membership administration





- Procedure 360 – Club status change

*Deletions can be done online*

*Migrations via the European office*

*Follow the process*

## Membership administration





- Clubs NOT in good standing

*As of March 31st, 2023*

any club having over 90 days (about 3 months)  
an outstanding balances > \$150.00

→ **Charter Suspended Status (CS).**

When a club has a CS status:

- not in good financial standing with Kiwanis International
- no voting right
- need to clear the complete amount to return to active status

## Membership administration





- Clubs NOT in good standing

>90 days >150\$ outstanding balance:  
Charter Suspended status - warning

Members/Club  
not in statistics anymore  
= loss of members

After 3 months:  
Pending revocation – warning

Next Board meeting (Each 3 months):  
Charter revoked

## Membership administration





- Other club status changes
  - Name changes
  - Club closures

*= KI Process driven, decided by the KI Board, conform procedure 360*

## Membership administration





- New membership management platform
  - ‘Kiwaniis Engage’ (Fonteva/Salesforce)
    - In development now
    - User interface available in multiple languages
  - Avoid double work & discussions
    - Use this system as single source of truth
    - Same API available as in current system

## Membership administration





# Kiwaniis<sup>®</sup>

EUROPE

## DUTIES FOR KIWANIS INTERNATIONAL - EUROPE





# KIWANIS INTERNATIONAL - EUROPE

Tier A = €8,35

Tier B = €5,80

Tier C = €4,00

	EUROPE	TIER
K32	Non-Districted Europe	A/B/C
	Ukraine	C
K37	Austria	A
K38	Belgium-Luxembourg	A
K39	Iceland-Faroes	A
K40	Norden [Norway / Sweden]	A
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K63	Romania (Provisional District)	A
K67	Turkey	B

## KI-E dues





# KIWANIS INTERNATIONAL - EUROPE



## Pro rata dues

Exchange rate set at July 31, 2023	Prorated Amounts		
	TIER A	TIER B	TIER C
Join October 1-31	€ 8.35	€ 5.80	€ 4.00
Join November 1-30	€ 7.65	€ 5.32	€ 3.67
Join December 1-31	€ 6.96	€ 4.83	€ 3.33
Join January 1-31	€ 6.26	€ 4.35	€ 3.00
Join February 1-28	€ 5.57	€ 3.87	€ 2.67
Join March 1-31	€ 4.87	€ 3.38	€ 2.33
Join April 1-30	€ 4.18	€ 2.90	€ 2.00
Join May 1-31	€ 3.48	€ 2.42	€ 1.67
Join June 1-30	€ 2.78	€ 1.93	€ 1.33
Join July 1-31	€ 2.09	€ 1.45	€ 1.00
Join August 1-31	€ 1.39	€ 0.97	€ 0.67
Join September 1-30	€ 0.70	€ 0.48	€ 0.33

# KI-E dues



# KIWANIS INTERNATIONAL - EUROPE (KI-E)



- Dues KI & KI-E are collected together in 1 invoice on the KI-account
- KI transfers these to KI-E

## KI-E dues

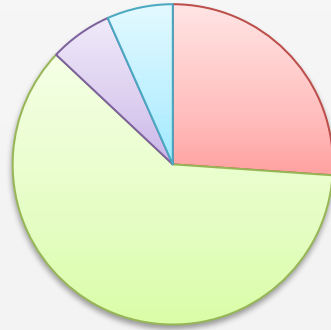


# KIWANIS INTERNATIONAL - EUROPE



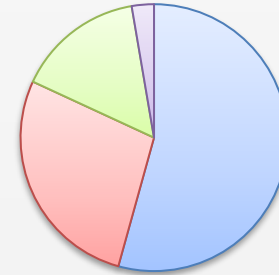
- What happens with the KI-E dues ?

Operations 142.000 €



Administration EC Board YKS Grant

Conventon 51.500 €



HoD Evening events  
Administration miscellaneous

## KI-E dues



# KIWANIS INTERNATIONAL - EUROPE (KI-E)



- Send report to secretary of Kiwanis Europe if requested
- Participate in trainings & workshops ([academy.kiwanis.eu](https://academy.kiwanis.eu))

## Good governance





# Kiwanis<sup>®</sup>

## CHILDREN'S FUND

**PAYMENT INFO TO AVOID CONFUSION**





- KCF donations  
→ KI account

*Hixon award, Dr Will Blechman Fellowship,  
President Challenge (1€/day),*

- KCF Europe donations  
→ KCF Europe account in Luxembourg

*Donations for Syria, Turkey, Ukraine, Morocco*

# Payments KCF donations







Jan BOEN  
jboen@kiwanis.org



Orsi SUVEGES  
osuveges@kiwanis.org



Ralf-Otto GOGOLINSKI  
ralf-otto.gogolinski@t-online.de

**Support**

